

POSITION ANNOUNCEMENT

Administrative Assistant III

MISSISSIPPI DEPARTMENT OF AGRICULTURE & COMMERCE – BUREAU OF PLANT INDUSTRY

Job Title: Administrative Assistant III – Starkville, MS

Employer: Mississippi Department of Agriculture & Commerce – Bureau of Plant Industry

Annual Salary: \$23,105.80

DESCRIPTION

This is a full-time, 12-month position with paid vacation and fringe benefits. The individual will assist the Director with Feed, Fertilizer, Lime, Soil & Plant Amendments registration and tonnage. Incumbent will deposit daily transactions, deliver samples to MSCL and maintain inspector sample collection spreadsheet.

APPLICATION

Interested persons should complete application on the Mississippi State Personnel Board Website: www.mspb.ms.gov . If applicant has questions he/she can contact Laura Vollar at the Mississippi Department of Agriculture & Commerce – Bureau of Plant Industry (662) 325-5561.